



**DEPARTMENT OF ENTERPRISE SERVICES
FACILITY PROFESSIONAL SERVICES
OLYMPIA, WA**

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS (RFQ)
Submittal Due Date: Friday May 21, 2021 prior to 2:00 PM PST**

ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES

For

PROJECT NO. 2021-180 NEWHOUSE BUILDING REPLACEMENT

Requested Scope of Services

The Washington State Department of Enterprise Services (DES) seeks a consultant team to provide full validation of predesign, design and construction administration for the “Newhouse Building Replacement”, a sub-project of the Legislative Campus Modernization (LCM) project.

DES completed a predesign for the entire LCM project on February 5, 2021. The predesign is posted to the LCM webpage (<https://des.wa.gov/sites/default/files/public/documents/Facilities/LCM/18-527PredesignReport.pdf?e=787>). This predesign outlines the space programming requirements along with many other design and siting considerations for the LCM project, and includes the Newhouse Building Replacement sub-project. This new replacement building (option B-2 in the predesign), which will be on opportunity site six, is planned as a four story, high-performance building, which will provide office space for Senate members, Senate staff, Legislative Support Services (LSS) staff, and other legislative support staff and services.

The new building must be designed to meet the minimum of LEED silver standard, be capable of achieving an energy use intensity (EUI) rating of 35 (or less), and be compliant with Net-Zero Ready Energy standards established by Washington State.

The lead architect for the consultant team must possess a LEED-AP accreditation prior to the period of performance, and oversee and be responsible for LEED administrative services in pursuit of the required LEED certification. The International Living Future Institute will provide support to DES in pursuit of a Zero Net Energy (ZNE) certification, and the consultant team will be expected to render its services in a collaborative manner with the institute. The consultant team will be required to develop a Life Cycle Cost Analysis (LCCA) in accordance with the state’s established guidelines and standards for the new building.

This sub-project will include the demolition of the existing Newhouse building on opportunity site six. Newhouse building occupants must be moved to temporary modular space by July 2023. Demolition of the existing Newhouse building must be completed by September 2023. The consultant team will be responsible to prepare all necessary reports and documents to address historic and cultural resource, land use, and environmental impacts.

The predesign outlines the anticipated costs for the Newhouse Building Replacement (Preferred Alternative for Newhouse Building Replacement, option B-2), and these costs are being used by DES, Office of Financial Management, and the state legislature to establish future funding needs. Funding for the Newhouse Building Replacement project, in the amount of \$3,370,000, was part of Laws of 2020, and additional funding is anticipated in the 2021-23 biennial Capital Omnibus Act, 2021 legislative session.

DES anticipates design services will begin immediately following selection and successful negotiations of the scope of services and related fees. Predesign validation must begin by October 1, 2021. Design must begin by December 1, 2021. Design services must be complete by April 30, 2023. Construction must begin by July 2023, and construction must reach final completion on or before June 1, 2025.

The General Contractor/Construction Manager (GC/CM) procurement and delivery method will be used for the Newhouse Building Replacement sub-project. DES intends to begin the GC/CM selection process after selection of the consultant team, and the successful consultant team will be afforded an opportunity to be part of this selection process while not impacting the schedule for Newhouse Building Replacement.

The consultant team will be an essential part of the integrated project team for the Newhouse Building Replacement, and will be expected to render its services closely with the Senate, the Department of Enterprise Services and the GC/CM during all phases of the Newhouse Building Replacement project with an emphasis on value engineering throughout the process.

Consultants must demonstrate a high-level of proficiency and experience with GC/CM procurement and delivery as part of an integrated project team, have a strong background in multi-phased construction, have advanced project management skills, and understand the state's capital budget process. Consultants should demonstrate its understandings by referencing past projects of similar nature, size and complexity and adequately outline their approach to design and value engineering with the Owner and GC/CM, and must provide end user references from decision makers/stakeholders occupying the buildings completed in prior projects.

DES received funding in Section 1027, Chapter 356, Laws of 2020. This statutory language can be found here: <http://leap.leg.wa.gov/leap/budget/lbns/2020Cap6248-S.SL.pdf>. The budget included \$3.370 million for the Newhouse Building Replacement to begin design and construction, as part of the total appropriations provided for the LCM project.

The Maximum Allowable Design and Construction Cost (MADCC) for Newhouse building replacement is established as \$48.5M. The successful consultant team must be prepared to render its services in a manner, and work collaboratively with the state and successful GC/CM, to remain within the established

MADCC. DES anticipates the total design fees for Newhouse Building Replacement will not exceed \$6.9M and must be inclusive of all sub-consultant and other fees and charges.

The Newhouse Building Replacement sub-project must comply with specific legislative requirements outlined under Section 1027, Chapter 356, Laws of 2020. Furthermore, the Newhouse building replacement sub-project is also subject to any additional legislative requirements made during the 2021 legislative session or changes to the language from the 2020 legislative session. It is further anticipated that the 2021-23 Capital Omnibus budget will include the remaining construction funding for Newhouse Building Replacement sub-project.

During performance of its services, the successful consultant will be required to consider the following:

- Preparation of a project management plan and public involvement plan to meet or exceed all legal requirements, ensure transparency and engagement, and successfully complete design and construction within the established project scope, schedule and budget.
- Facilitation of agency and tribal coordination, public and stakeholder involvement throughout the process, and review of and written response to public comments in coordination with the LCM Project Executive Team (PET), as required.
- Coordination of meetings with Project teams, City of Olympia, Department of Archeology and Historic Preservation (DAHP) and/or other agencies as required during the design and construction. Provide meeting agenda, materials and develop minutes for all such meetings. Make presentations to update the PET, Capitol Campus Design Advisory Committee, State Capitol Committee and other state leadership, as required.
- This project is a sub-project of the LCM and the selected firm will be required to work collaboratively with design and construction teams of other LCM sub-projects within the project area or adjacent to the project and also any other projects at the State Capitol Campus impacting this project, if applicable.
- Validation of the predesign findings for constructability considerations.
- Multiple stakeholder meetings during planning, validation, design and construction.
- Coordination and collaboration between other LCM sub-projects, especially on opportunity site 6.
- Make presentations and coordinate with the Senate Newhouse team, Project Management Team (PMT), Senior Management Team (SMT) and PET. Provide meeting agendas, materials, and meeting minutes for all such meetings.
- There will be meetings at least every two (2) weeks with Senate project leads on the Newhouse building replacement for status updates and decisions.
- There will be monthly PET meetings for decision making that cross beyond the Newhouse building sub-project.
- Coordinate and collaborate work with other consultant(s) and contractor involving Temporary Facility installation to schedule temporary accommodation of the Newhouse tenants during

construction. Newhouse occupants must be moved to the temporary modular buildings, that will be located on the Mansion parking lot on capital campus, by July 2023.

- Design the project within project requirements and within the Newhouse Building Replacement sub-project budget.
- Ability to meet the deadlines, project deliverables, and keep the PMT updated weekly on scope, schedule, and budget deliverables.
- Coordination with other consultants hired by DES for any portion of the work for this project, while not impacting the Newhouse building replacement sub-project scope, schedule, nor budget.
- Coordination with DAHP during validation, design and construction of the project for historic considerations.

Interested consulting teams are encouraged to review the predesign for other sub-project-specific information. The complete predesign along with other pertinent project-related information may be found at: <https://des.wa.gov/services/facilities-leasing/capitol-campus/capitol-campus-projects/legislative-campus-modernization>

An Informational Meeting will be held on:
Thursday, May 6, 2021 at 10:00 AM PST

Via

<https://des-wa.zoom.us/j/98185138676?pwd=TDhqQ084N2VXWW5oZmVHalVidDVrZz09>

Meeting ID: 981 8513 8676

Password: 879343

For questions please contact Majid Jamali, (360) 688-4832, majid.jamali@des.wa.gov

Selection Criteria

Consultant teams will be selected in a two-phase process:

1. Phase 1- evaluation and short listing of finalist consultant teams based on submitted Statement of Qualification; and
2. Phase 2 - oral presentations and interviews of short listed finalist consultant teams.

Consultant teams will be considered for interviews based upon the following criteria, as indicated, for a total of 200 possible points:

- Qualifications of Key Personnel (50 points);
- Relevant Experience (40 points);
- Previous Performance (40 points);
- Project Approach (40 points)
- Team Collaboration/Presentation Experience (30 points)
- Diverse Business Inclusion Plan (Pass/Fail)

Other Information

The state reserves the right to continue to work with the selected consultant or has the option to conduct a new consultant selection process for future services beyond those services advertised above.

The Agreements for Consultant services will be the standard Engineering and Architectural Services Agreement and fees will be negotiated, when applicable, based on a current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects.

All submitting consultant teams are encouraged to register in Washington's Electronic Business Solution Application (WEBS) at: <https://pr-webs-vendor.des.wa.gov/>.

Voluntary numerical Diverse Business Inclusion goals have been established for the project as: 10% MBE, 6% WBE, 5% Washington Small Business, and 5% Veterans have been established for this project. Achievement of the goals is encouraged. The consultant and all subconsultants are required to register and create an account with the DES Diversity Compliance program (B2Gnow). B2Gnow is designed to streamline and automate compliance reporting requirements. Additionally, all large project selections (fees over \$350K) are required to have a plan for Diverse Business Inclusion.

Consultants may contact the following resources to obtain information on certified and registered diverse business consultant teams for potential sub-consultants:

- B2Gnow: <https://des.diversitycompliance.com>
- The Office of Minority and Women's Business Enterprises: 866.208.1064 or www.omwbe.wa.gov
- For small business information: Charles Wilson, Public Works Business Diversity Program Manager at the Washington State Department of Enterprise Services: 360.407.8455 or charles.wilson@des.wa.gov
- The Department of Veterans' Affairs: 360.725.2169 or www.dva.wa.gov.

Selected consultant and all sub-consultants are required to report payment detail in the DES Diversity Compliance program B2GNow. B2Gnow is designed to streamline and automate compliance reporting requirements: <https://des.diversitycompliance.com>

Submittal Requirements

Due to the Governor's "Stay Home, Stay Safe" order, only electronic submittals will be accepted.

Electronic submittals must be uploaded as a single, comprehensive PDF file (less than 25MB) inclusive of all submissions, and shall be received no later than the specified date and time specified above.

DES will create an access point for a single point of contact for each consultant submitting.

Each submittal shall include the following:

- Federal Form 330 (Part II only)
 - <http://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/EAS330AEQual.doc>
- Any other pertinent data to assist the Selection Panel in evaluating your qualifications.

Submittals shall not exceed a total of twenty (20) pages in total content. The number of pages will be determined based on 8½ X 11 size sheets, and will be inclusive of all title sheets, tables of contents, dividers, and covers, if printed. When oversized sheets are used to convey information, the number will

be determined based on the multiple equivalent of 8½ x 11 sheets (i.e. each 11x17 sheet will be counted as 2 pages). The page count does not include Standard Form 330, Part 2.

Refer to the DES website for amendments to the published public notice and/or RFQ (<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architectureengineering-design-consultants/current-projects-advertised-consultant-selection>). It is the responsibility of the interested firms to track and obtain amendments.

Please follow this link to obtain instructions for uploading submittals:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/SOQUploadInstructions.pdf>

If you have trouble accessing the upload instructions or have other questions regarding this request, please contact Angeline Ernst at angeline.ernst@des.wa.gov or 360-480-1071.

Next Steps

Following the Phase 1 evaluation of these submittals, the Selection Panel will interview top ranked short-listed consultant teams. The ranking is based on evaluation of submitted information (as well as reference checks, when performed with Phase 1) from consultant teams deemed to be the most highly qualified for the required service.

The Phase 2 interview criteria will be provided to the short-listed consultant teams. The top ranking Phase 2 firm will be requested to submit a fee proposal to initiate agreement negotiations.

Phase 2 Interviews will be held through remote access only in order to comply with the Governor’s “Stay Home and Stay Healthy” Proclamation.

Consultant teams will be notified of the selection results by **June 29, 2021**.

The State of Washington is an affirmative action employer. All submittals become the property of the State.

Reference Documents

Attachment A: LCM Predesign Report, dated 02/05/2021

RFQ/RFP Schedule

	Date
RFQ Release Date	Friday, April 23, 2021
RFQ Informational Meeting Date	Thursday, May 6, 2021, at 10:00 AM PST
RFQ Submittal Due Date	Friday, May 21, 2021, prior to 2:00 PM PST
Interview Period	June 14th - June 18th, 2021
Vendor Selection	By Tuesday, June 29th, 2021
Vendor Negotiations	June 29th - August 16th, 2021
Vendor Contract Executed	By Wednesday, September 15, 2021